

## **FIRE PREVENTION OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses specialized non-supervisory fire department positions, the primary duties of which include performing fire inspections, enforcing life safety codes, investigating all fires occurring within the city, conducting public fire education programs, and public relations. Fire Prevention Officers are responsible for completing reports and maintaining records of the fire prevention division. Employees of this class perform their duties with a high degree of independence, having work reviewed by the Fire Prevention Chief. This class ranks immediately below that of Fire Prevention Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives complaints from the public on hazards or on possible violations of the fire code. Inspects buildings and collects information to be used in determining compliance with all applicable fire codes, including the inspection of fixed fire extinguishing systems; electrical hazards; building construction; heating, ventilating, and air conditioning systems; and cooking equipment. Inspects storage areas for flammable or combustible liquids, and sites for storage of hazardous materials.

Reviews building plans to identify potential fire protection problems. Estimates fire load of buildings, and assesses the occupant load for buildings, including means of egress. Collects information for and develops pre-fire plans by visiting businesses, schools, and other places of public assembly in order to record features which may have significance in a fire or emergency situation.

Conducts fire drills for businesses, educational and assembly occupancies, and health care facilities reviewing evacuation plans and instructing personnel responsible for assisting with the drill.

Draws up evacuation plans for schools, hotels, hospitals, or any other buildings required to have such plans.

Investigates the scene of a fire to determine the cause and origin of the fire. Uses all observations of the interior and the exterior of the structure to determine whether the fire was the result of natural causes, carelessness, or arson. Searches

for, identifies, and collects evidence, using accepted search methods and collection procedures, in order to preserve evidence for analysis and to protect the chain of custody. Conducts interrogations of suspects and interviews witnesses. Works with law enforcement agencies, and testifies in court.

Participates in the fire prevention and education program of the department. Conducts tours and demonstrations, and delivers talks on fire safety to schools, clubs, and other organizations. Responds to questions from the public about the operation of the fire prevention program.

Prepares and maintains and reviews reports, records and other data of inspection and investigations involving fire prevention operations.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must possess a valid driver's license.

Must meet one of the following two requirements:

#### **EITHER**

Must have at least one (1) year experience in fire inspection, fire investigation, or public fire education with a full-time paid fire department or fire prevention agency,

**OR**

Must have at least three (3) years experience in fire suppression with a full-time paid fire department.

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